

EVENT DATE : JUNE 15TH 2024

# JUNETEENTH Oberlin 2024

Oberlin Juneteenth | P.O. Box 604 | Oberlin, OH 44074



## Juneteenth Oberlin 2024 Vendor/Exhibitor Application

Please print this document and/or fill it out, then send the completed form with cash or money order to:  
Oberlin Juneteenth Inc., M.P.O. Box 604, Oberlin, OH 44074

Name of businesses / booth: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_

\_\_\_\_\_ FAX #: \_\_\_\_\_

### Oberlin Residents Only — 6' x 2' Booth without Electricity

Type of organization	Price per booth	Quantity	Total Amount
Non-vendor / Info only / Church (pastor signature required)	Free		
Signature :			
For-profit business	\$35.00		
Personal or family group	\$35.00		
Non-profit organization	\$30.00		

### Non-Residents — 6' x 2' Booth without Electricity

Type of organization	Price per booth	Quantity	Total Amount
Non-vendor / Info only / Church (pastor signature required)	\$20.00		
Signature :			
For-profit business	\$50.00		
Personal or family group	\$50.00		
Non-profit organization	\$50.00		

### Vehicle Vendors / Exhibitors — License(s) Required for Food Vendors

Type of organization	Price per booth	Quantity	Total Amount
Trucks using their own generators	\$70.00		
Trucks needing 220V electrical outlets	\$100.00		
Lorain County Health Department Food Vendor license *	\$100.00		
City of Oberlin Food Truck license **	\$30.00 - \$100.00		

\* Food vendors must get a license from the Lorain County Health Department

\*\* Food Trucks are required to have two licenses: a food vendor license from the Lorain County Health Department and a Mobile Food Vendor license from the City of Oberlin. All food vendors will have additional fees for each of these licenses. For more information on the City of Oberlin licensing, please visit <https://cityofoberlin.com/for-residents/permits/>

## Products for sale

Please list all products to be offered for sale in your booth. Attach additional sheets if necessary.

Item	Price

Item	Price

## Insurance information

Insurance is required for all vendors

Insurance Vendor Name: \_\_\_\_\_

Insured Agency Name and Address: \_\_\_\_\_

Insurance Agency Contact Info: \_\_\_\_\_

Insurance Phone: \_\_\_\_\_

Insurance Email Address: \_\_\_\_\_

Insurance Fax Number: \_\_\_\_\_

NAIC Number: \_\_\_\_\_

### Coverages

Type of insurance	Policy #	Policy eff. (mm/dd/yyyy)	Policy exp. (mm/dd/yyyy)	Limits
Commercial general liability				Each occurrence: Damage to rented premises: Med exp: Personal & adv. injury: General aggregate:
Automobile liability				
Umbrella liability				
Excess liability				
Workers compensation				

\_\_\_\_\_ agrees to hold Juneteenth Oberlin Incorporated, its elected officials, agents and employees, harmless from and indemnify and defend the same, from any and all claims, causes of action, damages or other losses that may arise out of the provision of the services or other in the performance of this agreement. Prior to execution of this agreement,

\_\_\_\_\_ shall provide to Juneteenth a Certificate of Insurance in a form and with a carrier acceptable to Juneteenth Oberlin Incorporated, evidencing a minimum of Two Million Dollars, (\$2,000,000) in annual aggregate General Liability coverage AND naming Juneteenth Oberlin Incorporated as an Additional Insured.

\_\_\_\_\_ shall maintain such coverage throughout the term of this agreement.

Juneteenth Oberlin Incorporated is Additional Insured (Attach Carrier Additional Insured Document)  
AND Juneteenth Oberlin Incorporated is Certificate Holder.

## Signature

The terms of this contract are binding upon all parties hereto, their successors or assigns.

By signing below you agree to the terms of this contract.

If you have questions or concerns, please contact Valerie Lawson by phone at 440-774-4327 (message only)  
or Adenike Sharpley by email at [asharple@oberlin.edu](mailto:asharple@oberlin.edu)

Printed name:	Date:
Signature:	

 **Include cash or money order payable to Juneteenth Incorporated and return with this form to: Oberlin Juneteenth, Inc., M.P.O. Box 604, Oberlin, OH 44074**

# Vendor/Exhibitor Agreement

*Please read very carefully & keep a copy for your records!*

- By signing the application, the applicant has read and agreed to the Terms and conditions.
- Event Location & Hours: Juneteenth Festival hours are 9:00 am until 6:00 pm, Saturday, June 15th, 2024. Set-up will be from 8:00 a.m. to 10:00 a.m. on the day of the Festival.
- Before beginning set-up, all Vendors/Exhibitors will report to the Juneteenth Information Desk for Vendor/Exhibitor identification Badge.
- Juneteenth Inc. grants the Vendor the rights to sell, distribute, or display *exclusively* the items listed and described on the Vendor Application. Vendors receive no promises regarding guaranteed income.
- **ABSOLUTELY NO VEHICLES ARE ALLOWED ON THE BRICK PATHS AROUND THE OBERLIN UNDERGROUND RAILROAD CENTER ROUNDHOUSE.** Vendors must enter on black asphalt or concrete pavement only.
- **NO RAIN DATE:** The Juneteenth Festival will be held outside, rain or shine, at the Oberlin Underground Railroad Center Roundhouse (southeast of South Main & Edison Streets, behind the McDonald's) in Oberlin on Saturday, June 15th 2024.
- Juneteenth Inc. reserves the right to reject any inappropriate work or display (as judged so by Juneteenth Inc.) and to ask any vendor or exhibitor to leave who fails to comply with a request to remove an item or display from his/her booth with no refund or fees.
- All sales are to be from a vendor's assigned booth only (i.e. no roaming sales).
- No bullhorns or megaphones, flashing lights or strobes, speakers or sound amplification are allowed at the booth area.
- *Surrounding area is to be kept clean at all times.* The Vendor/Exhibitor is responsible for leaving assigned booth space free of litter. Trash should be bagged and taken to the trash can for pick-up. Recycling is required.
- Each Vendor/Exhibitor is responsible for providing their own tables and/or chairs and collecting their own Retail Sales Tax.
- Absolutely NO ALCOHOLIC BEVERAGES are allowed and NO PETS are allowed at the booth site.
- Booth Space: Booth assignments will be made only upon receipt of contract and payment in full on a first come, first serve basis. We will do our best to honor your preferred choice. However, Juneteenth Oberlin reserves the right to change locations or booths for unavoidable reasons. Booth assignments will be made as close to your indicated request as possible. Postmark or date received will be used to order booth applications.
- Chairs & tables will NOT be provided.
- Booth fees must be paid in full (ONLY ACCEPTING MONEY ORDER (preferred) & CASH) by June 8th, 2024. Please Contact Adenike Sharpley after June 8th at 440-774-4327. All booth fees will be returned in the event that the Juneteenth Festival is canceled.
- Booth reservations made by June 8th, 2024 will be listed on the final Juneteenth Schedule of events.
- No booth space may be shared or sublet without written permission from Juneteenth Oberlin. Any subletting requests must be received and processed by June 8th, 2024.
- Vendors/Exhibitors may terminate this agreement at any time with the understanding that all fees paid to Juneteenth Inc. will be forfeited without the availability of a whole or partial refund.
- Covid Protocols: Masks are recommended. (Masks recommended for vendors and those who are immunocompromised, but not required) Only two people are allowed in the booth at a time. A plastic barrier is recommended between booth and public.

Liability Waiver: Vendor/Exhibitor agrees that Juneteenth Inc. and the bear no responsibility for any personal injury sustained by Vendor/Exhibitor or their employees or for the loss of, or damage to, and property/goods from any cause whatsoever at this event. The Vendor/Exhibitor agrees to hold Juneteenth Inc. and their trustees, employees, agents and worker harmless from any loss, injury of damage sustained by the Vendor/Exhibitor, his or her agents, employees or customers from any cause whatsoever at any time relating to this event. The Vendor/Exhibitor is responsible for any required liability insurance. Please no wholesalers.

The terms of this contract are binding upon all parties hereto, their successors or assigns.

By signing the application form, you agree to the terms of this contract.

If you have any question or concerns, please contact  
Ms. Valerie Lawson of Juneteenth Inc. at 440-774-4327 [message only], or email [asharple@oberlin.edu](mailto:asharple@oberlin.edu)

Please keep this sheet for your reference.